

# Zulfiqar Ahmed

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## Experience Summary:-

I am currently working with GFS Builders & Developers as a Compliance Officer and also worked with Dirham Exchange Co in UAE, as a Manager HR & Compliance and also worked as the Operations Officer, Logistics Coordinator, Purchaser and Assistant Project Coordinator in NLC on different projects in collaboration with ISAF / NATO, US Consulate Karachi during my job tenure and received appreciation letters and also as a Technical and cooperation Coordinator while i am in Geo - TV (IMC). I have led a team and also catered as Individual contributor.

## Achievements:-

- Received Certificate of Continuous Professional Development - on AML/CFT Compliance in Dec 2019.
- Successfully completing Certificate in Advanced Anti-Money Laundering & Counter Terrorism Financing from the Allied Compliance Consultants & FERG on Oct 2019
- (CAMI) Successfully completed Certified Anti Money Laundering Investigator training on June 2019.
- Received Certificates for coordination's and also for good conduct and Team Man Ship.
- Received letters of Appreciation from the Consulate General of United States of America for the year 2010 and 2013.
- Received Certificates of Participation from Foreign Exchange & Remittance Group of UAE for the month June and Oct 2015.
- Successfully completed Certificate in Import & Export Management in Jan 2014 from the Institute of Professional Advancement.
- Letter of Appreciation of good behavior at the Workplace.
- UAE - Dubai Light Vehicle Driving License Valid till 30/07/2025.
- UAE Central Bank Approved Compliance Officer since June 2015.

## Skills Profile:-

- **14+ years** of experience in Operations Coordination and Logistics administration and Compliance Culture in financial services.

## Education:-

| Degree and Date    | Institute                          | Major and Specialization               |
|--------------------|------------------------------------|----------------------------------------|
| MCS - 2012         | Karachi University - KU, Karachi   | Master of Computer Science             |
| PGD ( CIS ) - 2006 | Karachi University - KU, Karachi   | PGD - Computer and Information Science |
| B. I.T - 2004      | Al Khair University - AJK, Karachi | Bachelor of Information Technology     |
| B. A - 2003        | Karachi University - KU, Karachi   | Bachelor of Arts                       |

## Career Profile:-

| Dates                   | Organization                              | Designation                            |
|-------------------------|-------------------------------------------|----------------------------------------|
| April 2022 till to date | GFS Builders & Developers                 | Compliance Officer                     |
| Feb 2015 till Sep 2020  | Dirham Exchange Co                        | Manager HR & Compliance                |
| Jan 2009 to Jan 2015    | National Logistic Cell                    | Logistics & Administration Coordinator |
| Oct 2006 to Dec 2008    | Geo TV Corporation                        | Technical Coordinator                  |
| Jun 2005 to May 2006    | College of Physicians & Surgeons Pakistan | Operations Officer                     |

## Experience Profile:-

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| Period           | April 2022 till to date                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Entity           | ■ GFS Builders & Developers – Karachi , Pakistan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Position         | Compliance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Process          | Legal & Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Responsibilities | <ul style="list-style-type: none"> <li>■ Entity Reporting – Report directly to Team Head &amp; Managing Director</li> <li>■ Checking that department reports and records are accurate and reliable.</li> <li>■ Ensure company functions in a legal and ethical manner.</li> <li>■ Acting as the Assistant to Legal Department on legal affairs.</li> <li>■ Record retention i.e. reports/ record / notices and suits / warning / agreements.</li> <li>■ Coordinating with different departments to ensure compliance as per company policies and procedures.</li> <li>■ Coordination with departments on daily basis issues.</li> <li>■ Assist and advice in development of compliance program, review company policies and advising management on possible risk.</li> <li>■ Necessary action on non-ethical / wrong practice functions and report them to the acting manager or managing director.</li> <li>■ Filing and record retention</li> </ul> |

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| Period           | Feb 2015 till Sep 2020                                                                                                                                                                                                                                                                                                                                                                                                            |
| Entity           | ■ Dirham Exchange Co. - UAE                                                                                                                                                                                                                                                                                                                                                                                                       |
| Position         | Manager HR & Compliance                                                                                                                                                                                                                                                                                                                                                                                                           |
| Process          | Operations & Compliance                                                                                                                                                                                                                                                                                                                                                                                                           |
| Responsibilities | <ul style="list-style-type: none"> <li>■ Entity Reporting – Report directly to General Managing of Dirham Exchange Co.</li> <li>■ Imparting duties of HR / Compliance</li> <li>■ working as the office administrator</li> <li>■ Acting as the Alternate Compliance officer in the Central bank of the UAE</li> <li>■ Handling documentations and legal contracts.</li> <li>■ Coordinating UAE Central Bank Inspection.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>■ Coordinating on Employees daily basis issues.</li> <li>■ Preparing Telegraphic Transfers for different Trading Entities.</li> <li>■ Exchange Coordinator and representative on e-mail communication.</li> <li>■ Draft authorization letters</li> <li>■ Vendor and client coordinator</li> <li>■ Arranging office meetings</li> <li>■ Handling staff</li> <li>■ Purchaser and Assistant Project Coordination</li> <li>■ Official coordinator of Dirham Exchange Co</li> <li>■ Inventory Management</li> <li>■ Draft and maintain official documentation and correspondence</li> <li>■ Filing and record retention</li> </ul> |
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| Period           | Jan 2009 to Jan 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Entity           | ■ National Logistic Cell – Karachi , Pakistan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Position         | ACHC Supervisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Process          | NLC Dry Port – Karachi, Pakistan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Responsibilities | <ul style="list-style-type: none"> <li>■ Entity Reporting – Report directly to Officer Commanding Dry Ports NLC</li> <li>■ Perform duty as a Coordinator to OC &amp; Addl. GM in Dry Port</li> <li>■ In charge coordinator of the four ports KICT, PICT, KPT, PQ</li> <li>■ Provision of NO Objection Certificate in collaboration with ISAF / NATO and US Consulate to transport their cargo to Afghanistan.</li> <li>■ Client meetings and legal coordination</li> <li>■ Responsible for overall operations / documentations of Dry Ports.</li> <li>■ Outstanding ACRs' ( Annual Confidential Reports)</li> <li>■ Received letters of Appreciation from the Consulate General of United States of America for the year 2010 and 2013.</li> <li>■ Establishment branch head</li> <li>■ Prepare and managed client documentation</li> <li>■ Client and vendor coordinator</li> <li>■ Logistical reporting</li> <li>■ Warehouse Management</li> <li>■ Handling Bill of Lading and Consignment documentation</li> <li>■ Validating and filing of documentation</li> </ul> |

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| Period           | Oct 2006 to Dec 2008                                                                                                                                                                                                                                                                                  |
| Entity           | ■ Geo TV Independent Media Corporation – Karachi , Pakistan                                                                                                                                                                                                                                           |
| Position         | Control Room Officer                                                                                                                                                                                                                                                                                  |
| Process          | Technical Coordination                                                                                                                                                                                                                                                                                |
| Responsibilities | <ul style="list-style-type: none"> <li>■ Report directly to the Technical - Senior Manager.</li> <li>■ Worked as Technical Coordinator</li> <li>■ Responsible for PCR, MCR, Feed Room, Satellite Operations</li> <li>■ Responsible for recording different feeds from networks eg. Reuters</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>■ Worked on Audio Mixture and video switcher during different studio recordings.</li> <li>■ Coordinate with anchor, producer, and director for recording</li> <li>■ Responsible for Morning News Bulletin.</li> <li>■ Keep record of News Bulletin and programs</li> <li>■ Team Leader and Associate Technical Assistant</li> </ul> |
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| Period                  | Jan 2005 to Sep 2006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Entity                  | ■ College of Physicians & Surgeons Pakistan – Karachi , Pakistan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Position                | Operations Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Process                 | Operations Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>■ Report directly to the Manager Operations &amp; Secretary CPSP.</li> <li>■ Worked as Operations Officer</li> <li>■ Keep record of correspondence and filing day to day activity on system</li> <li>■ Manage staff record and their duties</li> <li>■ Liaise with different internal departments to expedite the process.</li> <li>■ Entering student membership records and maintain their timing schedule</li> <li>■ Perform MOD Manager on Duty once in a week</li> <li>■ Prepare iteration of the members</li> <li>■ Manage and organize different award giving programs</li> <li>■ Assist secretary CPSP on drafting</li> <li>■ Assist General Manager on their operational activities</li> <li>■ Assist legal advisor on his follow ups and e-mail correspondence</li> </ul> |

## References:-

|                      |                        |                    |                                                                          |
|----------------------|------------------------|--------------------|--------------------------------------------------------------------------|
| ■ Sami Ullah         | GFS Builder & Deve     | Sr. Legal H        | <a href="mailto:advocatesamiullah@gfs.com">advocatesamiullah@gfs.com</a> |
| ■ Riyadh Mahdi Abbas | Dirham Exchange Co     | General Manager    | <a href="mailto:riyadh@dirhamex.com">riyadh@dirhamex.com</a>             |
| ■ Colonel Hassan     | National Logistic Cell | Officer Commanding | <a href="mailto:dpcolhas@nlc.com.pk">dpcolhas@nlc.com.pk</a>             |
| ■ Tanveer Rizvi      | Geo Tv English         | Technical Manager  | <a href="mailto:trizvi@geo.tv">trizvi@geo.tv</a>                         |
| ■ Ansar Ahmed        | CPSP                   | Manager Operations | <a href="mailto:ah@csp.edu.pk">ah@csp.edu.pk</a>                         |

**Zulfiqar Ahmed**